



Policy Manual

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Pol. No.: PUB-5

Adopted by the Library Advisory Board 01-19-05

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Public Library System

Interlibrary Loan

Policy Statement:

The Scottsdale Public Library System provides interlibrary loan service to improve and expand the resources available to [patrons](#). By establishing reciprocal borrowing agreements with other libraries of all types, the Library System supplements its own resources and expands its ability to achieve its mission.

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Definition:

Interlibrary loan (ILL) is a service allowing library material or [an electronic copy](#) of material to be made available from one library to another, according to the policies of the American Library Association and the Arizona State Library Resource Access and Attainment Policy dated [July 1, 2014](#).

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Regulations:

1. Borrowing:

- ILL is available to any [patron](#) in good standing (i.e., card is [current and](#) not blocked for overdue materials, or incorrect contact information).
- A [patron](#) may request books, copies of articles, microfilm, and genealogy materials that the library does not currently own or have on order.

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2. Request Guidelines:

A. Material Types Not Available through ILL

- Books published within the last 12 months.
- Media such as DVDs, Music CDs, [Audiobooks](#), etc.
- Reference (non-circulating) books
- Complete issues of periodicals
- Complete issues of newspapers (unless available in microfilm)
- Materials from libraries outside of the United States

B. Number of Requests Accepted: [A patron](#) may have up to six (6) active ILL transactions at any one time. This includes requests that are pending as well as materials that the [patron](#) currently has borrowed through interlibrary loan.

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C. **Copyright Compliance:** The library complies with Federal copyright law and CONTU (National Commission on New Technological Uses of Copyrighted Works) that established the following guidelines for copying:

- Requests for photocopies must include the copyright warning
- The library may request only a total of five (5) articles a year from the last five years of a specific magazine.

3. **Circulation of Interlibrary Loan Materials:**

A. **Loan Period:** ILL materials will typically be loaned for a four-week period with no renewals allowed.

- Materials must be checked out and returned within 28 days of the original notification.
- Electronic copies of magazine and newspaper article requests will be provided. A valid email address is required.

4. **Borrowing Fees and Charges:**

A. The library will make every effort to request materials from libraries that do not charge for lending their materials.

B. Many libraries charge for lending materials from their collections. Library staff will contact the patron for permission to proceed prior to processing the request if the lending library intends to assess a lending charge.

C. Lending charges must be paid in advance of the material delivery.

D. Patrons borrowing materials through ILL are responsible for all costs set by the lending library such as photocopy charges, postage, fines for overdue materials, cost of lost materials, and fees for damaged items.

E. If the patron cancels the request after the lending library has shipped the item or if the ILL borrower fails to pick up the ILL materials upon notification, the lending charges will be attached to the patron's account and handled in the same manner as ILL overdue fees.

F. There will be a \$1.00 fee charged for ILL material that is not picked up by the patron during the designated time period for that item.

G. There will be a \$1.00 per day fee charged for ILL material that is overdue past the assigned due date for that item. This fee will not exceed \$10.00 total per overdue item.

H. Lost fees are determined by the lending library's policies. We charge accordingly. Billing statements and payment instructions will be provided to the patron. Payment is made directly to the lending library institution.

5. **Lending Materials to Other Libraries:**

A. There will be no charge to lend materials from the library's collection to other libraries nor will charges be assessed for overdue items. If an item is lost or returned damaged, the borrowing library is responsible for any costs to repair or replace the item.

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- B. Scottsdale Public Library materials are loaned to other libraries for six weeks with the possibility for one renewal at the discretion of the Scottsdale Public Library provided that there are no outstanding requests for the item.
- C. The library will make photocopies of articles or pages from books in accordance with federal copyright law.

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